

Rules for transferring students from other universities to studies in the fields conducted at the Andrzej Frycz Modrzewski Krakow University at the Faculty of Medicine and Health Sciences

(approved by the Faculty Council on December 7, 2022 - ref. P/2/2022)

TRANSFER PROCEDURE

- I. A student applying for a transfer must:
 1. Submit an application for transfer by **August 30** if s/he is applying for a transfer to the winter semester, or by **January 15** if s/he is applying for a transfer to the summer semester.
 2. Have a current student status confirmed by the authorities of the university where s/he studied so far.
 3. Have completed at least the first year of studies (at the Faculty of Medicine) or the first semester (in other fields).
 4. In the case of transferring a first-year student, s/he must meet the recruitment criteria applicable at KAAFМ in the year in which s/he started studying at another university.
 5. Provide the following documents:
 - a. Personally signed transfer request submitted on the required KAAFМ form
 - b. A photocopy of the secondary school-leaving certificate (original available for inspection) or a notarial copy. In the case of foreign certificates, additional requirements specified in the chapter: "Additional requirements for certificates issued abroad" must be met.
 - c. In the case of a transfer between the fields of second-cycle studies, also a copy of the first-cycle diploma.
 - d. Transcript of the existing course of studies along with the applicable grading scale and information on the number of contact hours (with the participation of the teacher) divided into teaching forms (lecture, seminar, classes, etc.).
 - e. Study plan for the entire course of study (years 1-6) valid for the year in which the student was at the time of starting the transfer procedure.
 - f. Syllabuses of courses credited at the home university and other, which will be requested.
 - g. English language certificate (at least B2 level).
- II. The decision to transfer a student is taken by the rector on the dean's request, who specifies the year (semester) of study for which the student may be admitted, as well as the number of ECTS credits to be transferred, the number and names of subjects to be credited (recognised) and subjects that the student must complete in program differences. When preparing the opinion, the dean verifies the achieved learning outcomes and takes into account the requirements resulting from the study program and applicable educational standards, and is also guided by concern for the proper quality of education.
- III. In the case of medical, nursing, emergency medical services and physiotherapy studies, transfer is possible only within a single field of study, although it is possible to change the language, profile and form of studies in which teaching is conducted.
- IV. Student transfers may not lead to an increase in the number of students in a given year above the accepted limit for individual fields of study. Students repeating a year are not included in this limit.
- V. **Students expelled from studies at another university may take up studies at KAAFМ through recruitment for the first year of study.**

ADDITIONAL REQUIREMENTS FOR CERTIFICATES ISSUED ABROAD

1. **Apostille.** If the country in which the certificate of was issued is a party to the Convention Abolishing the Requirement of Legalization of Foreign Public Documents, drawn up in The Hague on October 5, 1961 (Journal of Laws of 2005, No. 112, item 938), an Apostille is required . Student must provide:
 - a. secondary school-leaving certificate (original) with an apostille,
 - b. translation of the secondary school-leaving certificate into Polish (prepared by a sworn translator),
2. **Legalization.** If, on the other hand, the country in which the document was issued is not a party to the aforementioned Convention, legalization by a Polish consular post in that country is required. Without the requirement of the official validation of a foreign certificate, the candidate must provide:
 - a. secondary school-leaving certificate (original) with legalization,
 - b. translation of the secondary school-leaving certificate into Polish (prepared by a sworn translator),
 - c. a document from a secondary school/supervising authority which certifies that the presented secondary school-leaving certificate entitles one to study in the country where the document was issued.
3. In justified cases, specified in the recruitment procedure, it is possible to waive the requirement to attach an Apostille/Legalization.
4. **Validation of a foreign certificate.** In the case of candidates who graduated from a secondary school outside the EU, it is necessary to validate the secondary school-leaving certificate, unless otherwise stipulated in an international agreement concluded by the Republic of Poland. If validation is required, a candidate must provide:
 - a. secondary school-leaving certificate (original),
 - b. translation of the secondary school-leaving certificate into Polish (prepared by a sworn translator),
 - c. administrative decision of the Education Superintendent.

MATERIALS TO BE PROVIDED AFTER A POSITIVE DECISION

1. One colour photograph measuring 35 x 45 mm (taken on a uniform light background, with good sharpness and reproducing the natural skin colour, covering the image from the top of the head to the upper part of the shoulders, so that the face takes up 70-80% of the photograph, clearly showing the eyes, especially pupils and eyebrows and depicting a person in a frontal position, without a headgear and dark glasses, looking straight ahead with open eyes not covered by hair).
2. Medical and sanitary-epidemiological certificates.